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UNITED STATES DEPARTMENT OF JUSTICE

WASHINGTON, D.C. 20530

Address Reply to the
Division Indicated
and Refer to Initials and Number

TEK:LB:JHE
60-235-38

On file DOC release instructions apply.

APR 2 1973

Honorable Richard Roberts
Director
National Bureau of Standards
Washington, D. C. 20234

Re: United States v. International Business
Machines Corporation, 69 Civ. 200, S.D.N.Y.

Dear Dr. Roberts:

Your cooperation is solicited in taking the necessary action to effect compliance with an order of the Court calling for the production of documents by your agency in connection with the above-captioned case.

In compliance with Pretrial Order No. 3, issued by Chief Judge David N. Edelstein, Southern District of New York, on March 21, 1972, your agency produced documents or listings sufficient to show: (1) a detailed breakdown of the agency's filing system relating to electronic data processing, and (2) the personnel in charge of the organization, management, and maintenance of such filing system.

At the direction of the Court, representatives of this Division have been negotiating with counsel for defendant IBM for many months to reach agreement concerning reasonable methods of allowing IBM use of these file indices for purposes of conducting discovery of documents relating to electronic data processing at various government agencies.

DOJ review(s) completed.

On file DOC release instructions apply.



These efforts have resulted in a Pretrial Order entered by the Court on March 26, 1973. A copy of the Order, with attached Schedules 1, 2, and 3, is enclosed. Paragraphs 1, 2, and 3 of the Order are specifically applicable to document production by your agency pursuant to this Order. Also enclosed is a copy of the file indices which were submitted by your agency in response to Pretrial Order No. 3. The enclosed copy designates in red those file indices from which documents are to be produced. Schedule 2 will govern the description and selection of documents from the files so designated.

It should be noted that the documents shall be produced and made available for inspection and copying by counsel for IBM beginning not later than April 23, 1973. It is, therefore, requested that you convey to the offices within your agency where search is to be made the urgency of immediate and complete compliance with this Order of the Court. If you have any questions concerning compliance with this Order, please contact Mr. Maurice A. Fitzgerald (Tel. 739-3084) or Mr. Joseph V. Gallagher (Tel. 739-2592), members of the staff of the Antitrust Division.

Your continued courtesy and cooperation is most deeply appreciated.

Sincerely yours,

THOMAS E. KAUPER
Assistant Attorney General
Antitrust Division

By: Lewis Bernstein
Chief, Special Litigation Section

Enclosures

cc: Allen Farrar, Esquire
Legal Advisor
Room A-1128
National Bureau of Standards
Washington, D. C. 20234

NATIONAL BUREAU OF STANDARDS

U.S. DEPARTMENT OF COMMERCE
NATIONAL BUREAU OF STANDARDS
CENTER FOR COMPUTER SCIENCES AND TECHNOLOGY

Filing System for Electronic Data Processing Documents

Explanatory Note

The Center for Computer Sciences and Technology is an organization whose entire activity is related either directly or indirectly to electronic data processing. Under Public Law 89-306, the Center provides scientific and technical advisory services to the (Office of Management and Budget) the General Services Administration) and (other central management agencies) to support the formulation of Federal automatic data processing management and procurement policies; assists other governmental agencies in solving specific computer utilization problems; develops and recommends Federal Information Processing Standards; and conducts research in computer sciences and technology. The Center is the scientific and technical focal point of the (Federal Government's centralized automatic data processing management system.) The Center has six principal organizational entities: Office of the Director, Office of Information Processing Standards, Office of Computer Information, Computer Services Division, Systems Development Division, and Information Processing Technology Division. The document and correspondence filing system for each of these entities is outlined below.

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OFFICE OF THE DIRECTOR

Administrative Files

- 1. Administrative Correspondence within the Center
- 2. Administrative Correspondence within NBS
- 3. Administrative Correspondence within the Department of Commerce
- 4. Administrative Correspondence with Other Government Agencies
- 5. Program Planning and Budget
- 6. Fiscal Management
- 7. Personnel and Manpower Management
- 8. Requisitions, Purchase Orders and Contracts
- 9. Project Resumes (Forms CD-228 and NBS-228)
- 10. Equipment Inventories
- 11. Travel

Subject Files

- 1. Technical Reports and Speeches
- 2. Legislative Affairs
- 3. Reports and Minutes of Special Government Committees
- 4. Correspondence with Private Organizations and Institutions

Responsible Persons: Dr. Ruth M. Davis, Director
Center for Computer Sciences
and Technology
Mrs. Anita Walker, Secretary to
the Director
Mrs. Elaine Frye, Secretary to
the Deputy Director
Mrs. Estelle Keren, Administrative
Officer

OFFICE OF INFORMATION PROCESSING STANDARDS

(This office maintains files of documents and correspondence relating to the Center's activities in the development and maintenance of Federal Information Processing Standards; participation in the standards activities of the American National

Standards Institute and the International Organization for Standardization; and participation in the development of voluntary standards.) The files are organized alphabetically by subject of each standard. Copies of Federal Information Processing Standard Publications, American National Standards Institute Standards issued by Committees X3 and X4, and related documentation are filed in serial number order; bulk supplies of these documents are also maintained for distribution to requesters.

Responsible Persons: Dr. Joseph Harrison, Chief, Office of Information Processing Standards
Mrs. Eva Poling, Secretary to Office Chief
Mrs. Carolyn Moore, Secretary
Mrs. Hazel McEwen, Systems Analyst

OFFICE OF COMPUTER INFORMATION

This office maintains and operates a specialized repository of technical reports, documents, periodicals and literature in the area of computer sciences and technology. The repository provides information services to the Center for Computer Sciences and Technology and other agencies both in the Federal government and outside.

1961-1973 (The Office maintains a chronological file (by date) of its administrative correspondence. Product information received from suppliers of hardware, software and services is filed in folders arranged alphabetically by company name.)

The formal publications, technical reports and other documents that comprise the repository of computer information are each assigned an identifier/shelf number of eight digits; the first two for the year, the next three for the day of the year, and the final three for its serial number. Journal articles, papers in proceedings, chapters separately authored in books, etc., are also assigned a number, the first eight digits of which identify the parent document followed by two digits serially assigned.

Journals, newsletters, and other serials and update services are shelved alphabetically by title and chronologically within title. Books, monographs, reports, manuals, bibliographies, Federal schedules, individual articles and papers (reprints, preprints, and single items provided by tear services, etc.) are stored by shelf number, except for those with library call numbers. The latter are arranged by call number similar to the way a library handles them except for proceedings which are normally shelved by year of publication. Well-known series such as the proceedings of the semiannual computer conferences sponsored by the American Federal of Information Processing Societies and the annual conference of the Association of Computing Machinery and the American Society for Information Sciences are shelved sequentially. A separate subcollection

contains all available announcements, indexes, catalogs, journals and listings of computer programs and other documents related to software descriptions and documentation.

(Descriptive data elements for each document/article of substance and pertinence are keyboarded and transcribed on to magnetic tape for further processing to create computer produced retrieval aids, such as KWIC and KWOT indexes, personal and corporate author indexes, report number indexes and a complete citation listing. These magnetic tape bibliographic data files are maintained for future processing in either batch or on-line search mode.)

Responsible Person: Miss Margaret Fox, Chief, Office of Computer Information

COMPUTER SERVICES DIVISION

The files in this Division are maintained by subject according to the following major categories:

1. Administrative: Includes not only "household" type of files, but correspondence on data communications, standards material, tours and visits to the computer facility, demonstrations by vendors and seminars sponsored by the Division and requests for services from customers.

2. Travel and Reports of Meetings: Includes trip reports, reports on details, special tasks and assignments carried out by Division personnel.

Special Interest Groups and Societies: Association for Computing Machinery Special Interest Group on Computer Systems Installation Management, Federal ADP Users Group, and the USE FORTRAN Working Group, are groups in which Division personnel participate actively; their policies, symposia, trips, and special activities are filed.

Financial: Includes budget submissions, project statements and Division accounting correspondence, by fiscal year.

Terminals: Correspondence is filed according to Division or Agency name. Includes service requests by these terminals, installation and cancellation requests, and billing correspondence.

Reports, Committees and Meetings: These are reports requested by the Center, GAO (audits), and the Department of Commerce. It also includes requests for proposals and surveys by the Division. Also contains reports of committee and meeting participation by members of the Division (for example, the Mini-Computer Users Committee, the Central Computer Services Advisory Panel, Users Scientific Exchange, and the Association of Computing Machinery).

Newsletters and Publications: Includes Newsletters published and issued by the Division to all NBS UNIVAC 1108 users. Also includes special write-ups on the systems by Division personnel and NBS personnel; for example, the User's Guide, subroutine write-ups, Paper Tape Newsletter, etc., all of which are available to 1108 computer users upon request.

~~X~~ 7 Software: Includes correspondence and reports under the following headings:

BEEF-2
EXEC-II
EXEC-8
FLOWGEN
FASTBACK
GDS
OMNITAB
OQP
SPEED-PACK
System Backup
System Planning

~~X~~ 6 Hardware: Includes correspondence and reports under the following headings:

418 (UNIVAC)	Paper Tape I/O
1110 (UNIVAC)	Performance Measurement
1108 Configuration	Power Supplies
ATS Service	Reader/Printer
Badger Meter	Rental
Bit 480	S-C 4020
Data Modems	Second 1108
CalCOMP	Timesharing
IBM Printer	Timesharing (MINITS)
IBM System 3	Unbundling
IDC Tapes	Workload Characteristics
Maintenance	
Networking	
OCR Tapes	
Operations, General	
Outside Computer Usage	

~~X~~ 7 In addition, the Division maintains a library of catalogs from prospective vendors, filed by vendor name in alphabetical order, and issues of computer-oriented magazines which are filed by title and date. The Library also contains publications, special reports and manuals of interest to Division. These are filed by name with a Division number assigned to it.

The Division also maintains a file, in a loose-leaf notebook, of data communications equipment connected to UNIVAC 1108. Justifications for the service are included. The material is filed chronologically. (Reference: Paragraph C, Section 101-35.203, Federal Property Management Regulations.)

Responsible Person: Mr. Bruce Ramsay, Chief, Computer Services Division
Miss Helen Hancock, Secretary to the Division Chief
Mrs. Doris Sykes, Administrative Assistant

SYSTEMS DEVELOPMENT DIVISION

This Division is responsible for files relating to its work which is primarily in the area of software and system programming and evaluation.

Administrative: Includes in-house type of files.

Travel and reports of Meetings: Includes trip reports, reports on details, special projects carried out by Division personnel.

Projects:

- ✗ Data Management Systems
- ✗ Systems Performance Evaluation
- ✗ Methods of System Acquisition
- ✗ Centralization versus Decentralization of TP Networks
- ✗ Evaluation of Telecommunications
- ✗ Computer-Aided Classification
- ✗ Technical Information Services
- ✗ Drug Science Information
- ✗ Employee Health Program
- ✗ NSF Equipment
- ✗ USN Medical FAC. REG. Systems

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Solid-Waste Management
Control Accessibility
Sensor Monitoring
Consultant Services

Responsible Persons: Mr. Seymour Jeffery, Chief,
Systems Development Division
Mrs. Linda Luhn, Secretary

INFORMATION PROCESSING TECHNOLOGY DIVISION

The Division's files are organized as follows:

1. Project accounting (Financial Management)
2. Project work statements and related correspondence and reports. (Announcements and brochures from the computer industry and filed with the appropriate project work statement.)
3. Correspondence and other documentation exchanged with Federal agencies
4. Correspondence with private organizations and industry

Responsible Persons: Mr. James Nigro, Chief, Information Processing Technology Division
Mrs. Wanda J. Cole, Secretary to Division Chief